

NEA Women's Caucus Bylaws

Amended July, 2014

Article I - Name and Purpose

Section 1 The name of this organization shall be the NEA Women's Caucus.

Section 2 The NEA women's Caucus is established for the purpose of providing a channel through which members of the NEA can actively work to eliminate sexism in all facets of society, with special emphasis on education.

Article II – Membership

Section 1 Active membership shall be open to all members of NEA.

Section 2 Membership shall become effective upon payment of dues.

Section 3 The membership shall be from July 1 to June 30. **Members who join or renew online or renew or join at state meetings or conferences between January 1 and June 30 will have their membership extended for the duration of the current year and through the following July 1 - June 30 time period.**

Article III - Officers

Section 1 The officers of the Caucus shall be the Chair, Vice-Chair, Recording Secretary, Membership Secretary, Communications Secretary, Financial Treasurer, Sales Coordinator, and Coordinator-at-Large. Officers shall be elected at the annual meeting of the Caucus to be held in conjunction with the NEA Representative Assembly Convention.

Section 2 The Chair, Membership Secretary, Financial Treasurer and Coordinator-at-large shall be elected at the Annual Meeting for a three (3) year term coinciding with the NEA office election of President. The Vice-Chair, Recording Secretary, Communication Secretary, Sales Coordinator will be elected at the Annual Meeting for a three-year term in the year following the NEA election for President. Chair and Vice Chair shall be limited to two consecutive three-year terms.

Section 3 The Chair shall call and presides at meetings and shall appoint committees as necessary. Appointments must be approved by the Steering Committee. The Chair shall prepare an agenda with the advice of the Steering Committee for the annual meeting and meetings of the Steering Committee. The Chair shall be an ex-officio member of all committees.

Section 4 The Vice Chair shall preside at meetings in the absence of the Chair and shall be an ex-officio member of all committees. If the office of the Chair is vacated, the Vice Chair shall assume the duties of that office.

Section 5 The Recording Secretary shall be responsible for coordination and publication of printing the minutes of the Women's Caucus for its general and Steering Committee meetings.

Section 6 The Membership Secretary shall maintain all membership records and newsletter mailing lists.

Section 7 **The Communications Secretary shall form a Communications Committee consisting of the Newsletter, Web, Facebook, and Twitter chairs. The Communications Secretary will oversee all communications.**

Section 8 The Financial Treasurer shall receive and have custody of all funds collected by the Caucus, pay bills as authorized by the Chair, and provide a financial statement at each meeting of the Steering Committee and of the Caucus. The Financial Treasurer, with input from the Chair, shall prepare a budget for adoption at the first meeting of the Steering Committee after the NEA Convention.

Section 9 The Sales Coordinator will be responsible for all fundraising activities and will coordinate the NEA Sales Booths. The Sales Coordinator will recommend products for sale.

Section 10 The Coordinator-at-Large shall coordinate the state contact system with and through the regional coordinators and additional activities as directed by the Chair.

Article IV - Removal from Office

Section 1 The office of Chair or any elected officer of the Women's Caucus may be removed from office for malfeasance, etc. upon a 2/3 vote of the Steering Committee.

Section 2 Charges against the elected officer for malfeasance may be brought by an elected member of the Steering Committee. A review shall be conducted to deal with those charges as its second order of business following a roll call of members present.

Section 3 The Steering Committee members shall be the sole determiners of the evidence to remove an elected officer based on the performance of objectives of the job description.

Article V – Steering Committee

Section 1 The Steering Committee shall be composed of officers and a coordinator from each NEA Women's Caucus region, ESP Council, **National Council of Higher Education**, NEA-Retired, NEA Student Program, **LGBT Caucus** and ethnic minority representation seats.

Ethnic Minority caucuses and LGBT Caucus may send a representative to the Steering Committee who at the representative's own expense may attend all Steering committee meetings as a full voting member of the Steering Committee. Representatives will serve a two-year term.

Section 2 The Mid-Atlantic, Western and Pacific Regional Coordinators will be elected at the Annual Meeting in the odd numbered years **for a term of two years. The** Northeast, Midwest, and Southeast Regional Coordinators will be elected at the Annual Meeting in even numbered years **for a term of two years.** Terms of office will commence the day following the election and continue until the day of the next election for that office.

Section 3 The ESP Council, Higher Education Council, NEA-Retired, NEA Student Coordinators on the Steering Committee **shall be elected for a two-year term** by each NEA related council or caucus or by the NEA Women's Caucus members. **The Chair will communicate with the respective Councils and Caucus to determine who will hold the election. Elected representatives may, at their own expense, attend and vote at all Steering Committee meetings.**

Section 4 Each member of the Steering Committee shall be a member in good standing with paid membership valid through the current year.

Section 5 The officers of the Caucus shall be officers of the Steering Committee.

Section 6 The Steering Committee shall be an interim committee and shall act as a governing board of the NEA Women's Caucus. In addition, the Steering Committee shall adopt an annual budget, prepare Caucus goals and objective, and aid the Chair in preparing agendas.

Section 7 In the event that ethnic minority representation on the Steering Committee should ever fall below 33%, such representation shall be achieved by addition of the appropriate number of at-large seats. Appointments shall be made by the Chair of the Women's Caucus.

Section 8 The Steering Committee shall serve as the screening committee of candidates for NEA office. Candidates who have received the Seal of Approval will be announced at the first meeting of the Women's Caucus at RA, printed in the newsletter, and placed on our website.

Article VI – Standing Committees

Section 1 The NEA Women's Caucus shall have an election committee composed of **a minimum of three active members of the NEA Women's caucus.** The committee shall have the responsibility of conducting elections and balloting for Caucus officers and Regional Coordinators.

Section 2 **The Communications Secretary shall chair the Communications Committee, composed of the Newsletter, Facebook, Twitter, and Web page chairs. The committee members shall be appointed by the Caucus Chair and will be approved by the Steering committee. Committee members will be considered ex-officio members of the Steering Committee and are invited to attend Steering Committee meetings at their expense but as ex-officio members will not vote on Steering committee**

business.

Section 3 **The Seal of Approval Chair will be appointed by the Caucus Chair with the approval of the Steering Committee and will serve for three years to coincide with the election of the Caucus Chair. The Seal of Approval Chair will form a committee of Steering Committee members to interview candidates running for NEA Executive Committee.**

Article VII – Ethnic Minority Representation

All committees of the NEA Women’s Caucus shall have minority representation.

Article VIII – Meetings

Section 1 Official NEA Women’s Caucus meetings shall be held at least once a year at the NEA Representative Assembly.

Section 2 A quorums shall consist of the members present.

Article IX Nominations and Elections

Section 1 Nominations shall be made at the annual meetings from the floor.

Section 2 Candidates for office and for Regional Coordinators shall be active members of the caucus.

Section 3 Only active members shall be allowed to vote.

Section 4 Elections shall be conducted at the annual meeting by secret ballot.

Section 5 Officers shall take office as the last order of business at the annual meeting.

Section 6 Regional Coordinators shall be elected by the active members of their respective NEA Women’s Caucus Regions at the annual meeting.

Article X – Vacancies

Section 1 The Vice Chair shall assume the duties of the office of the Chair should that office become vacant.

Section 2 If a vacancy occurs in the office of Vice Chair, Recording Secretary, Membership Secretary, Communications Secretary, Treasurer(s), or Coordinator-at-Large, the Women’s Caucus Chair shall appoint a replacement.

Section 3 Definition of vacancy.

- a. A position may be declared vacant by a majority vote of the Steering Committee after considering the following facts:
 1. Absence from Fall and Spring Steering Committee meetings.
 2. Lack of written or verbal communication with the Chair concerning absence from the Steering Committee meetings.
 3. Failure to fulfill responsibilities of their office.
- b. Filling a vacancy.
 1. At the Spring Steering Committee whether held “face-to-face” or via phone, vacancy (vacancies) will be identified.
 2. At the NEA Representative Assembly, the vacancy (vacancies) will be filled by a special election to complete the term of office.

Article XI – Finance

Dues for member shall be established at the annual meeting of the Caucus.

Article XII – Standing Rules

Section 1 In addition to these bylaws, the NEA Women’s Caucus shall be governed by such standing rules as the Caucus adopts at the beginning of each of its annual meetings.

Section 2 Established timelines and procedures for screening and approval of candidates shall be the NEA Women’s Caucus Seal of Approval and Screening Guidelines.

Article XIII – Parliamentary Authority

Robert’s Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in these Bylaws and Standing Rules.

Article XIV – Amendments

Section 1 Bylaws may be amended by majority vote provided the proposed amendment is submitted, in writing, to the Caucus Chair no later than 5 pm on the day of the second Caucus session at the annual meeting.

Section 2 Voting on proposed amendments shall be by secret ballot.

Section 3 Proposed amendments become effective immediately upon passage.

Addendum - Election Timelines:

RA 2014: Chair (limited to two three-year terms); Membership Secretary; Financial Treasurer;
Coordinator at Large (three-year terms)
Next election: RA 2017; RA2020

RA2014: Coordinators: Northeast, Midwest, and Southeast (two year terms)
Next election: RA 2016; RA 2018

RA 2014: Ethnic Minority Reps: Black, Asian Pacific Islander, American Indian/Alaska Native, Hispanic
(two year term)
Next election RA 2016; RA 2018

RA2014: Higher Ed Rep, ESP Rep, Retired Rep, LGBT Rep, Student rep. (two year term)
Next election RA2016; RA 2018

RA 2015: Vice Chair (limited to two three-year terms); Recording Secretary, Products Treasurer,
Communications Secretary (three year term)
Next election: RA 2018; RA 2021

RA2015: Coordinators: Mid-Atlantic, Western and Pacific (two year terms)
Next election: RA 2017; RA 2019